



**USAID**  
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## **Vacancy Announcement No. 2011- 20**

**Open To:** All Interested persons  
**Position:** HIV/AIDS M&E specialist, FSN-10  
**Opening Date:** July 6<sup>th</sup>, 2011  
**Closing Date:** July 19<sup>th</sup>, 2011  
**Work Hours:** Full-time; 40 hours/week

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USAID/Burundi is recruiting a senior program specialist and key public health technical advisor to officials responsible for HIV/AIDS Strategic Information (SI) activities. Job holder will work at a project management level with the Ministry of Health, implementing partners, non-governmental organizations, contractors and grantees to coordinate the design and ensure appropriate, high quality implementation and strengthening of monitoring and evaluation systems within HIV/AIDS program.

The majority of the job holder's time will be spent on designing the overall evaluation plan following strategic objectives set for the M&E component of SI goals. The incumbent will assist technical sections and partners with planning, designing, and implementing their respective evaluation plans. The incumbent will work closely with the host government to ensure that national-level data are available and reliable, and work on an inter-agency basis to ensure that program reflect an accurate analysis of the situation on the ground, that double-counting is avoided, and that results are truly attributable to PEPFAR program interventions.

The incumbent will have primary responsibility for development of the M&E section of agency's annual submission for future program funding. Job holder is responsible for providing oversight and monitoring the budgets allocated to M&E implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities; quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, and accruals.

The job holder will participate in inter-agency strategic planning and administrative meetings for purposes of discussing and developing evaluation targets for furthering the program. Such meetings may include representatives of other USG PEPFAR implementing agencies (Departments of State, Defense, Labor, Commerce, and Health and Human Services (including Centers for Disease Control and Prevention, National Institutes of Health, Substance Abuse and Mental Health Services Administration, Food and Drug Administration), USAID and Peace Corps).

## **REQUIRED QUALIFICATIONS**

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- Master Degree (or host country equivalent) in public health, Epidemiology, or equivalent degree with specialization in monitoring and evaluation is required

- A minimum of five years of progressively responsible, professional-level experience working as an M&E specialist in a health/medical research organization, university or public health program implementing agency is required. One additional year of experience at the managerial level is required.
- Strong knowledge of monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and data use is required.
- Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports. Strong leadership skills are required to lead results-driven project teams and workgroups.
- Level IV, knowledge of English and French, as well as Level III Kirundi or Swahili is required

**TO APPLY**

Interested candidates for this position should submit the Application Form DS-174 for Employment to the U.S. Embassy in Bujumbura. A full position description is found on the bulletin board at the Embassy, across from IMEX. Copies of degrees/Certificates, Cover letters and resumes should be attached to the application.

DS-174 forms are available at the U.S. Embassy or on our website:

<http://burundi.usembassy.gov/root/pdfs/forms/ds-174.pdf>.

**CLOSING DATE FOR THIS POSITION: July 19<sup>th</sup>, 2011**

Applications must be received at the U.S. Embassy in Bujumbura by *12:00 am on July 19<sup>th</sup>, 2011*. Applications received after this date will not be considered.

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